myETF Employer Reporting Confirmation Training

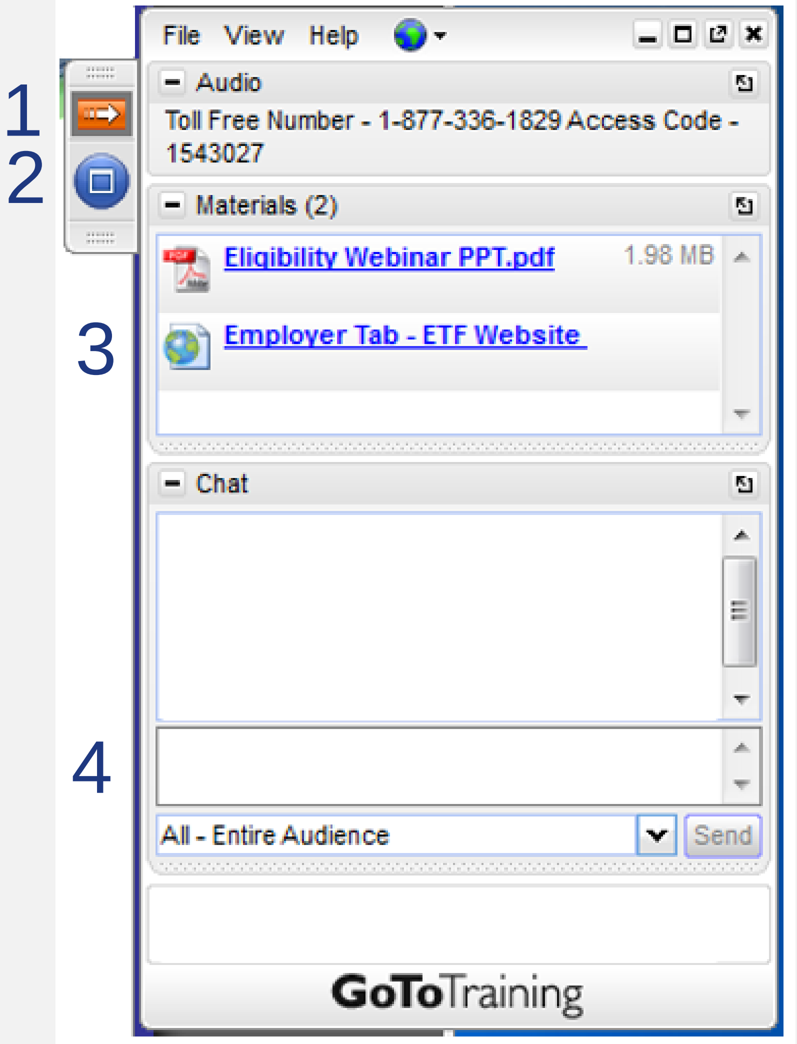
File Upload Process

Go To Training Attendee View

1. Panel Slider

   (View > Auto-Hide Control Panel to stop it from automatically disappearing)

2. Full Screen
3. Materials
4. Chat Box



What is Employer Reporting Confirmation?

- myETF Employer Reporting Confirmation is the process through which **all employers** will test their ability to report payroll information to ETF.
- You have **two methods** to report payroll information to ETF:
  - ✓ **File upload** to create a work report
  - ✓ **Manually** generate a work report
- Today's webinar will only focus on the first method – **File Upload**.

What are the Payroll and Employment Files?

Payroll File

- Uploaded every payroll period
- Reports wages, hours, and employee deductions

Employment File

- Uploaded as needed
- Updates employee demographic information

Today’s Objectives

In today’s webinar, you will learn how to:

1) Create or update a Reporting Cycle in myETF Employer Online Services

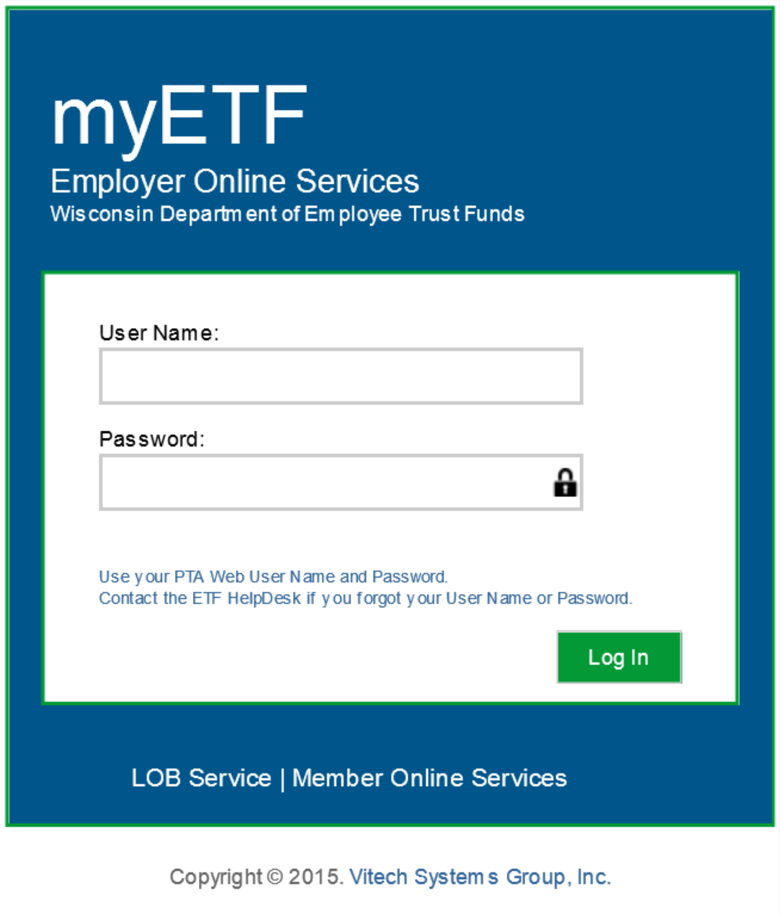
2) Upload and correct a test Payroll and Employment File

3) Correct and submit a Work Report generated by the Payroll File

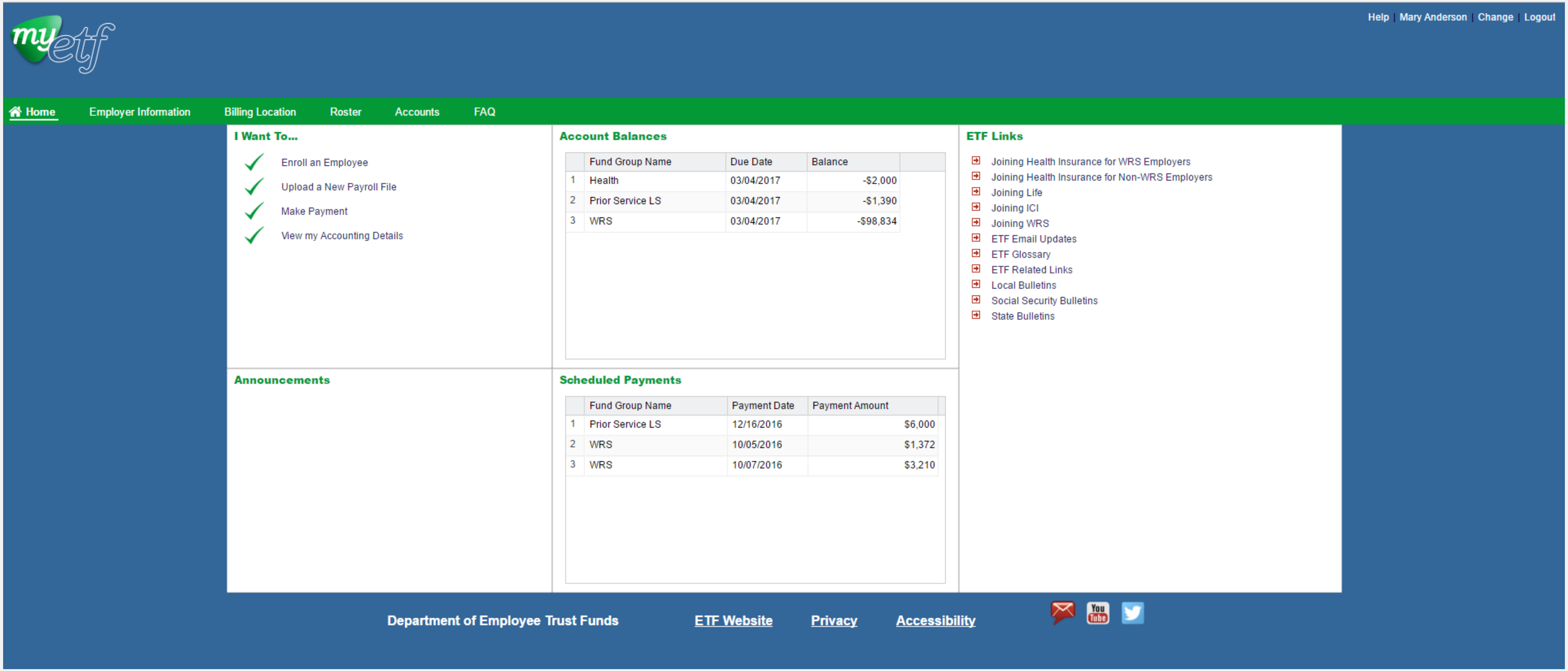
Lesson #1 – Log in to myETF Employer Online Services

Key Concepts:

1) How to log in to myETF
2) How to access the myETF URL
3) How to request a User Name and Password, if you do not have this info



myETF Employer Online Services Demo



Lesson # 2 - Reporting Cycles

Key Concepts:

1) Understand the key terms called **Reporting Cycle** and **Payroll Cycle**
2) How to access the Reporting Cycle information in myETF
3) Match your Reporting Cycle to the data in your Payroll or Employment File

Reporting Cycle Information

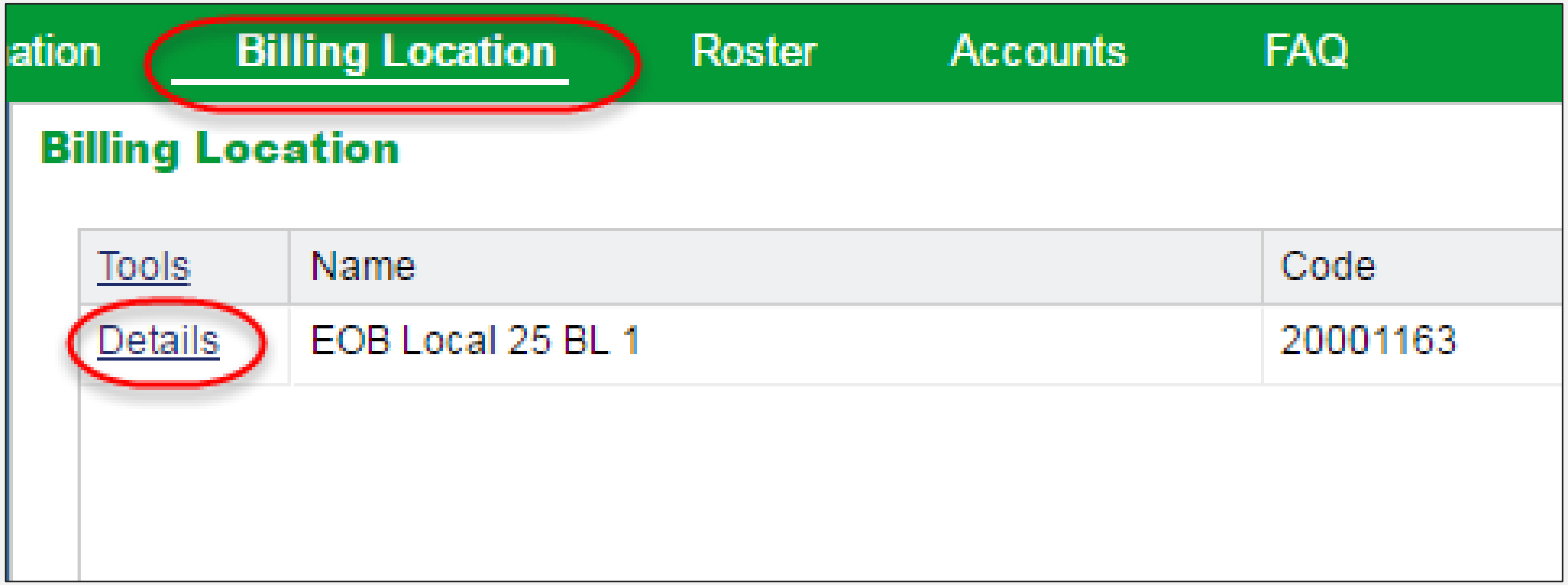
Add

Tools	Description	Start Date	Frequency	Cycle Start Date
Actions	C - Weekly	01/01/2017	Weekly	01/01/2017
Actions	C - Monthly	01/01/2017	Monthly	01/01/2017

Reporting Cycle - Details

✓Access the Billing Location via **Billing Location** >> **Details**

Note: You may see one or more Billing Locations. Select the correct one.



Reporting Cycle – Add or Update

✓Access the Reporting Cycle via **Billing Location** >> **Details >> Reporting Cycle**

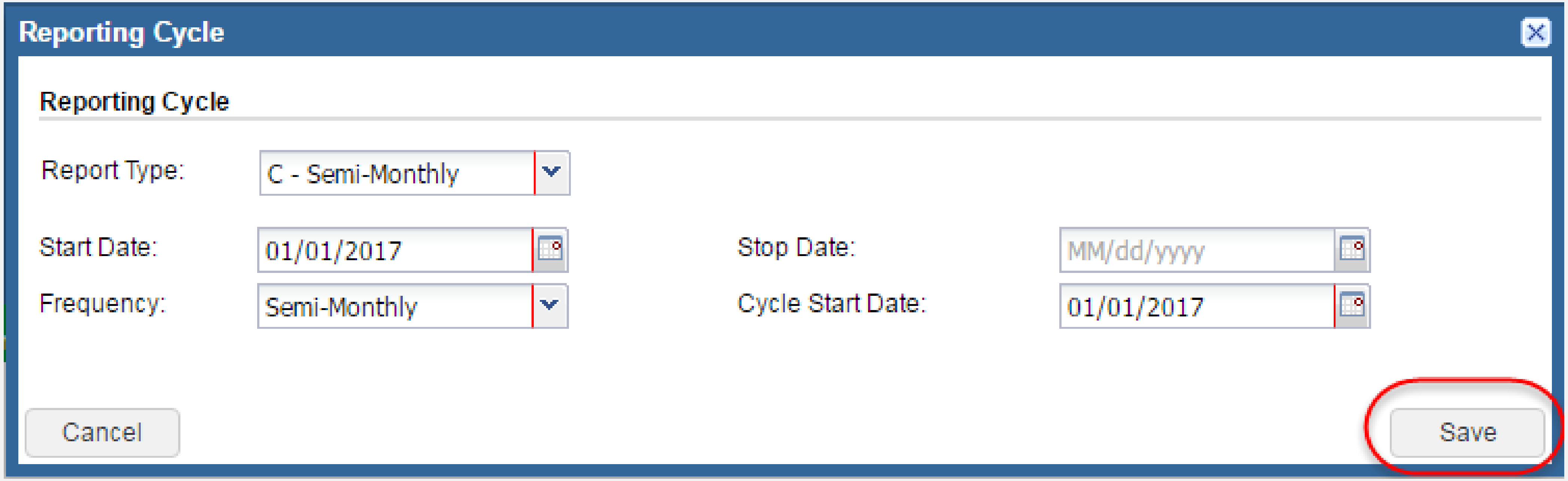
✓Click **Add** to create a Reporting Cycle or **Actions** to correct a Reporting Cycle.

Tools	Description	Start Date	Frequency	Cycle Start Date
Actions	C - Weekly	01/01/2017	Weekly	01/01/2017
Actions	C - Monthly	01/01/2017	Monthly	01/01/2017

Reporting Cycle – Save and Confirm

✓Enter or Update the Reporting Cycle Information.

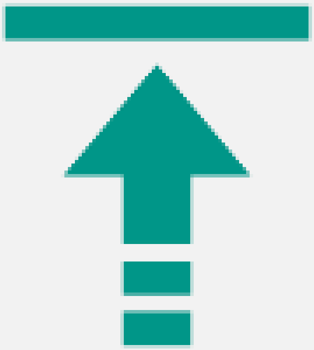
✓Click **Save** to continue. You will need to **Confirm** your changes.



Lesson # 3 - Uploading Files

Key Concepts:

1. There are two available methods to upload files
   - ✓Direct upload through Employer Online Services (EOS)
   - ✓SFTP (Secure File Transfer Protocol)



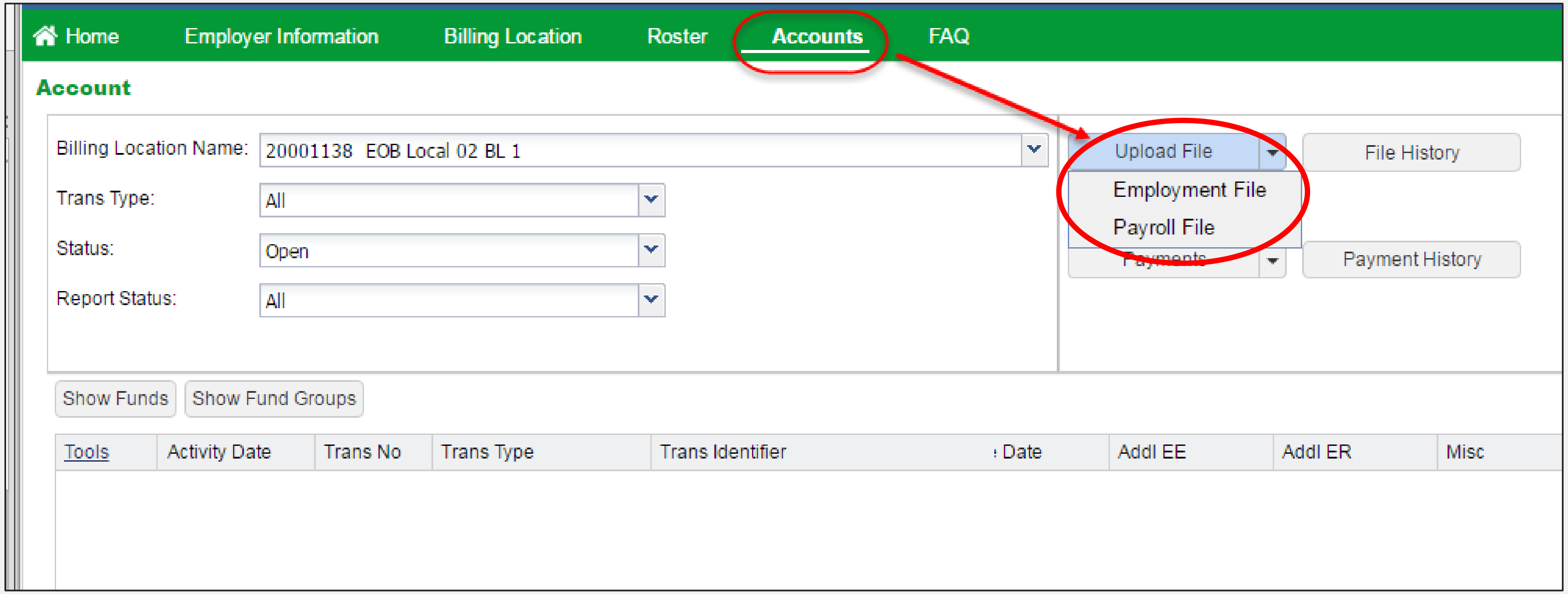
2. Upload process is the same for all files

3. Leverage the myETF Upload File Wizard to assist during upload

Uploading Files

✓Access the Upload File Wizard via **Accounts >> Upload File**

✓Select the type of file (Employment or Payroll)

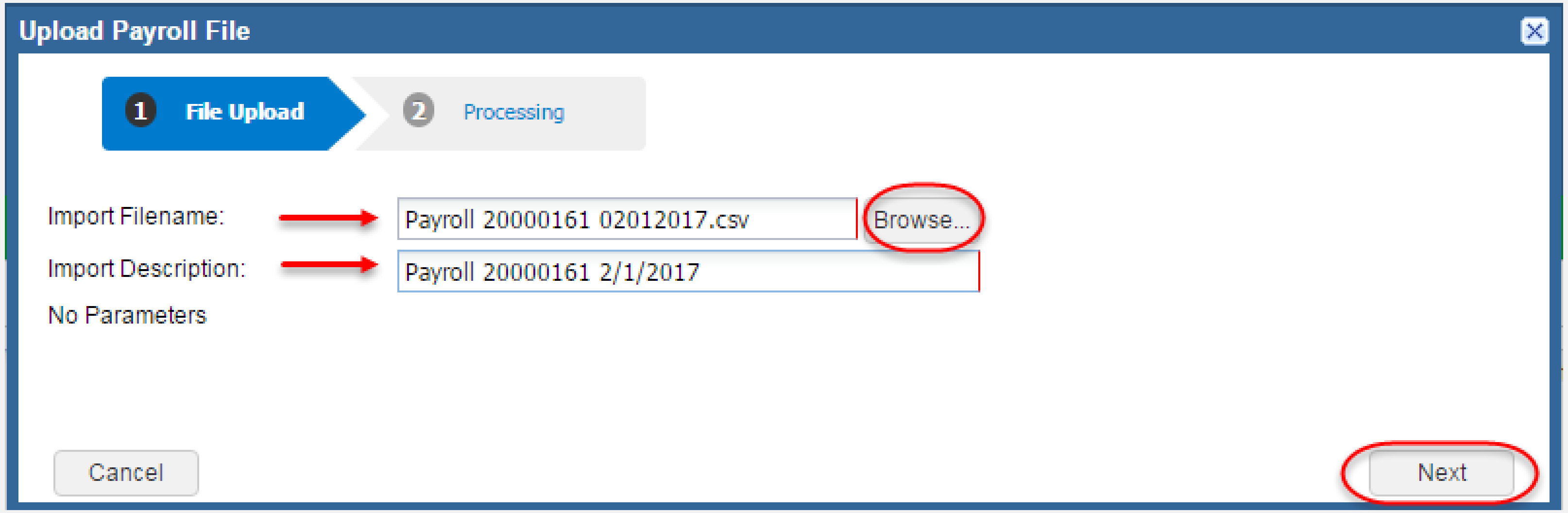


Uploading Files Wizard – Step 1

✓Select a file from your computer by clicking **Browse**

✓Enter a **Description** for the import (e.g. Payroll File [ETF ID] 02/01/2017)

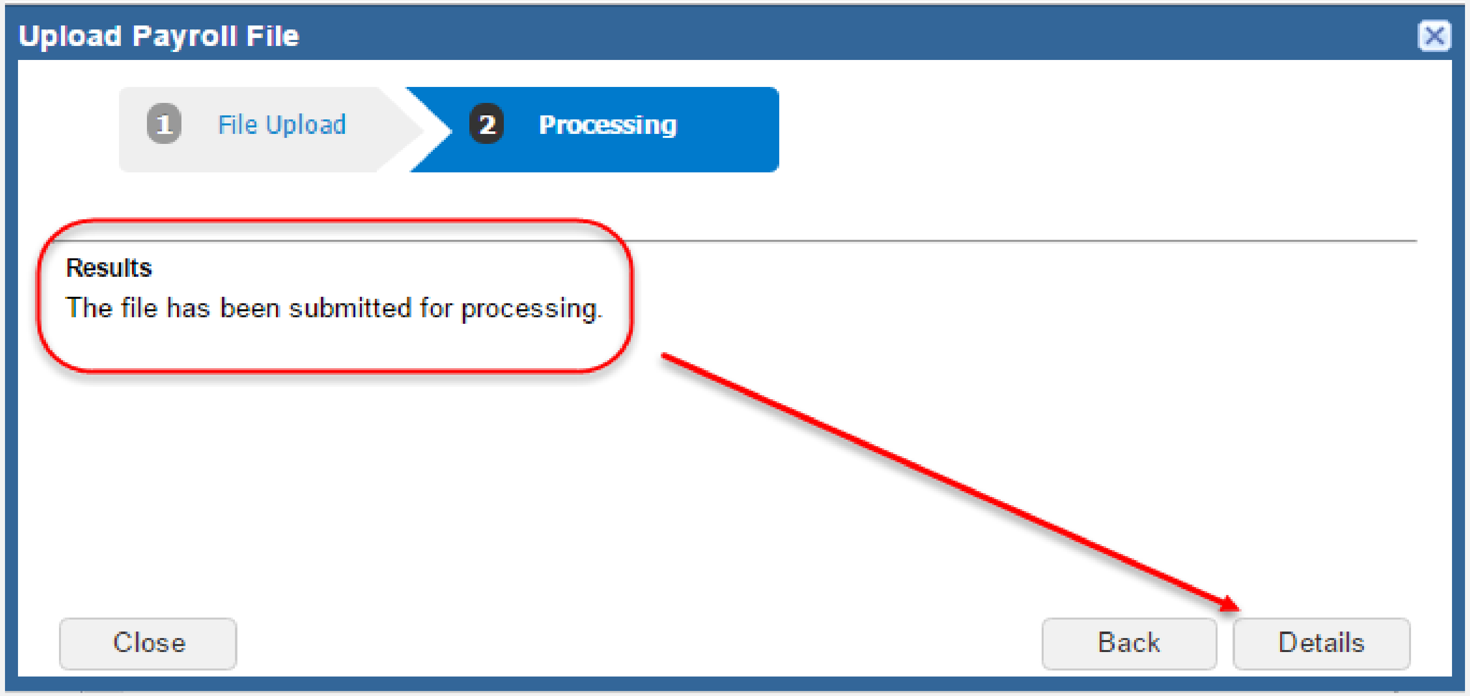
✓Click **Next**



Uploading Files Wizard – Step 2

✓View the **Results** message in the window.

✓Click **Details** to review any errors.

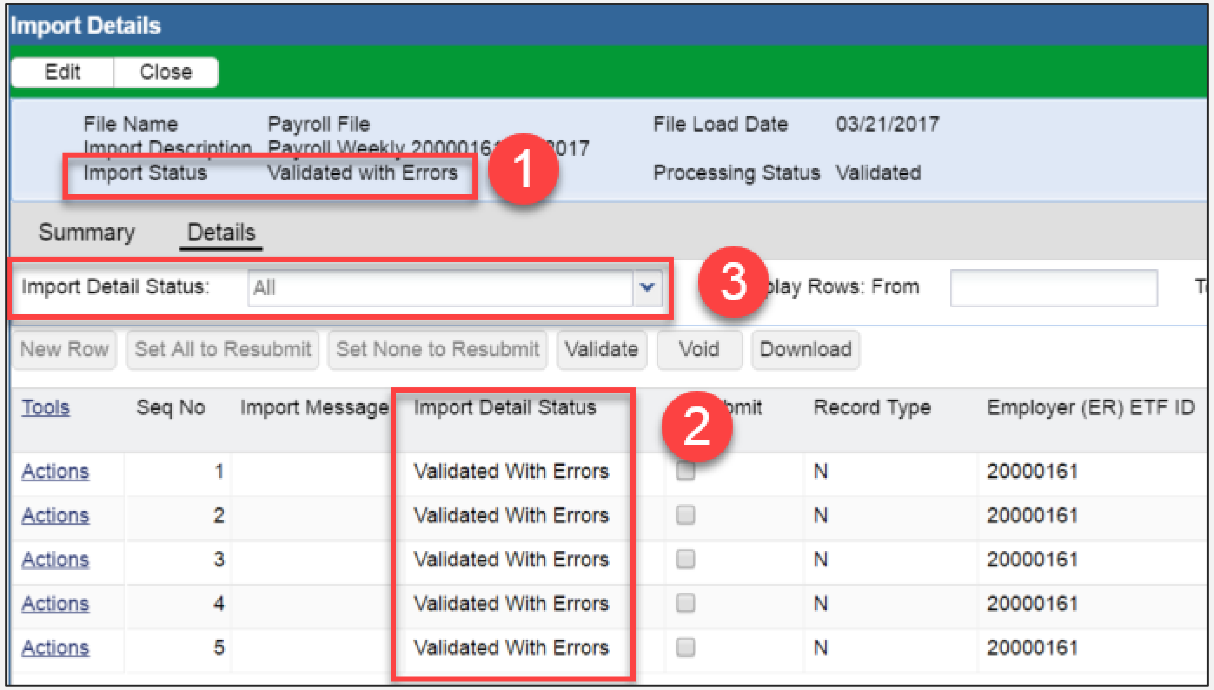


Uploading Files - Details

1. **Import Status** (banner): status of the file

2. **Import Detail Status** (in grid): validation status of each row

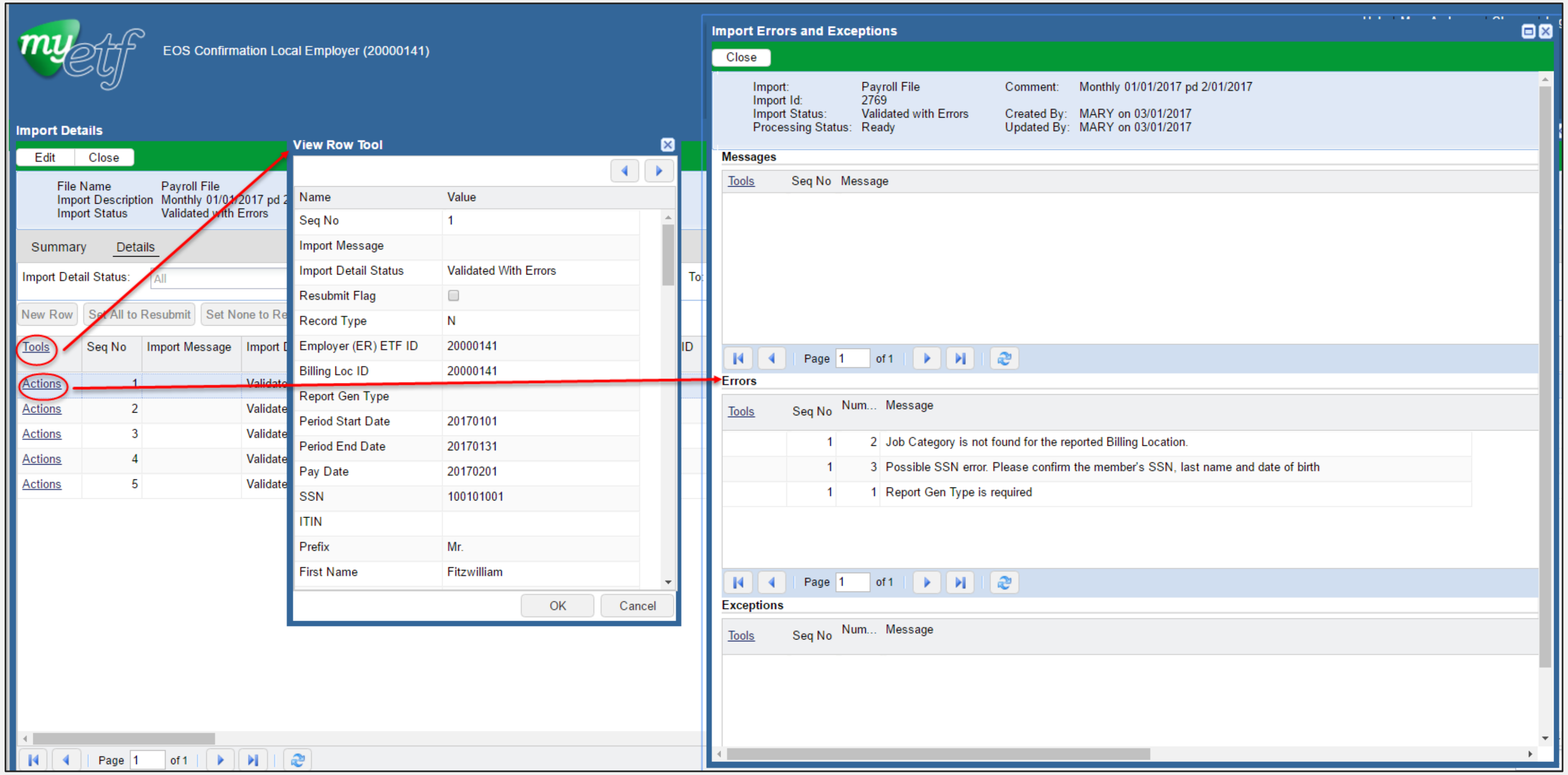
3. **Import Detail Status** (drop-down list): filters the rows to the validation status selected



Uploading Files – More Info

Note: Errors and Exceptions can be viewed for each row

- ✓**Actions** – displays information on each error
- ✓**Tools** – view data vertically for each row

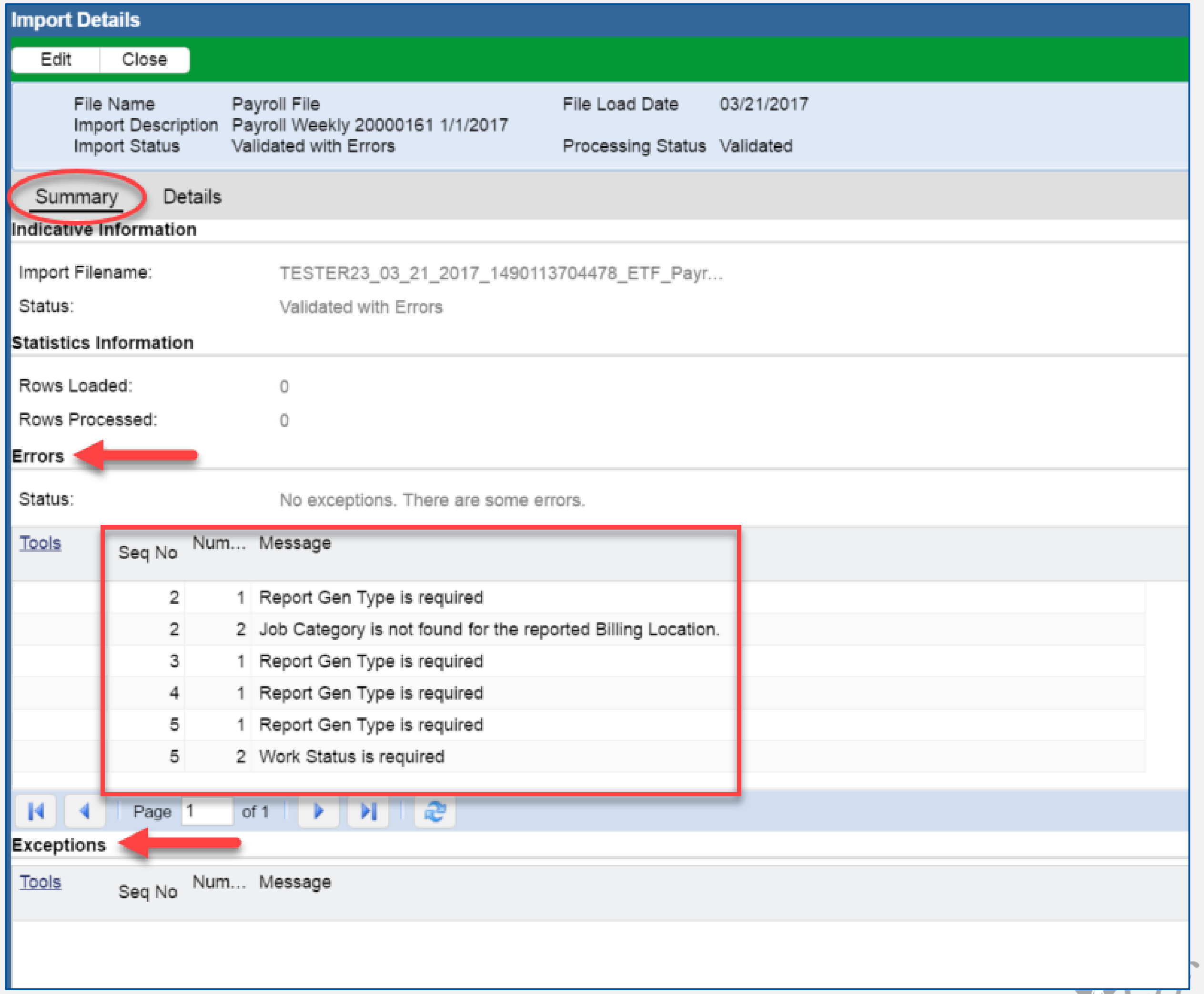


Uploading Files – Import Summary

✓The **Import Summary** tab lists the **errors** and **exceptions** for all rows in the report.

✓The **Seq No** column is the row number that contains the error/exception.

✓The **Number** column is the number for the error on a row



Lesson #4 - File History

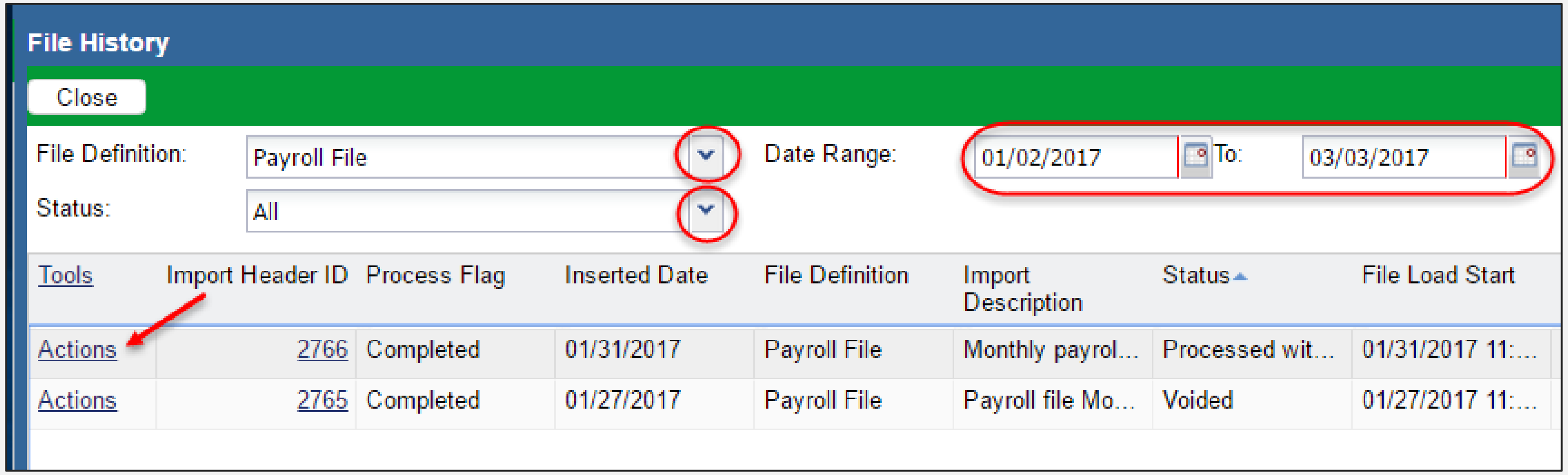
Key Concepts:

1) View all uploaded files in File History

2) Correct errors in the file

3) Validate a corrected file

4) Process a validated file

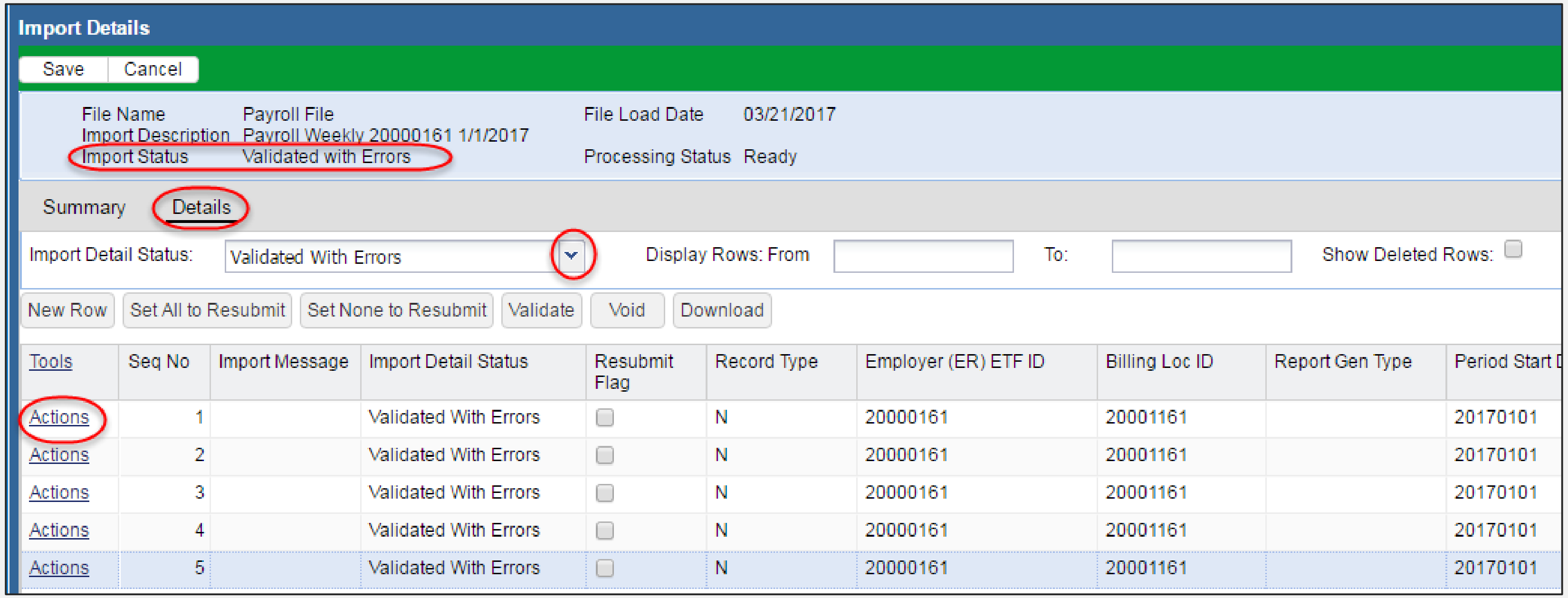


Correcting File Errors - Filter

Access the File History via **Accounts >> File History >> Import Details**

✓Filter the rows shown by clicking the **Import Details Status** drop-down list.

✓Select **Validated with Errors** or **Validated with Exceptions** to display only rows that have errors or exceptions.

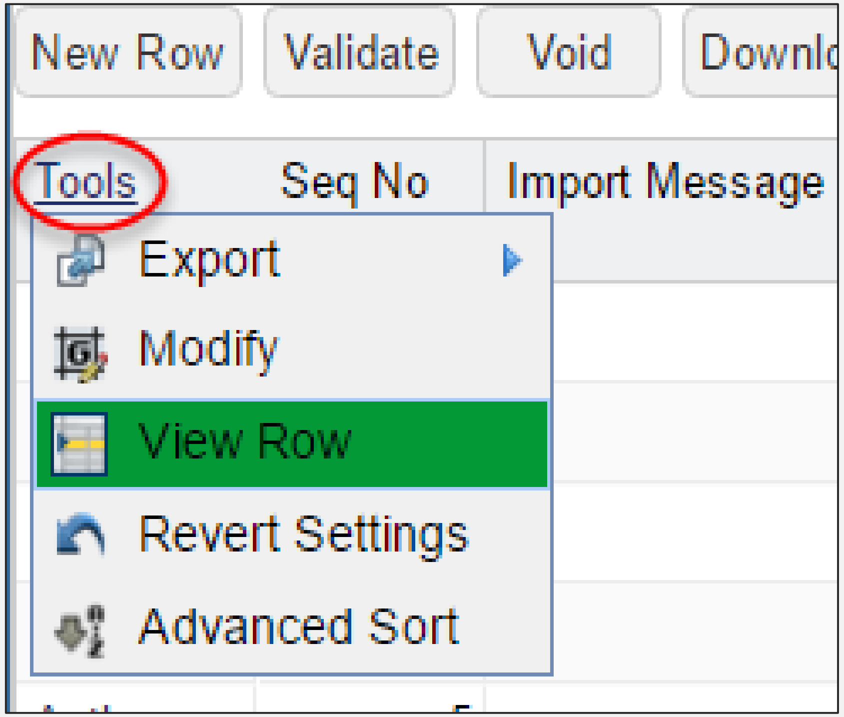


Correcting File Errors - View

Access the vertical display format via **Tools >> View Row**

✓Correct the errors in a vertical format or

✓Use the scroll bars to locate and correct the errors directly in the grid.



Validating an Uploaded File

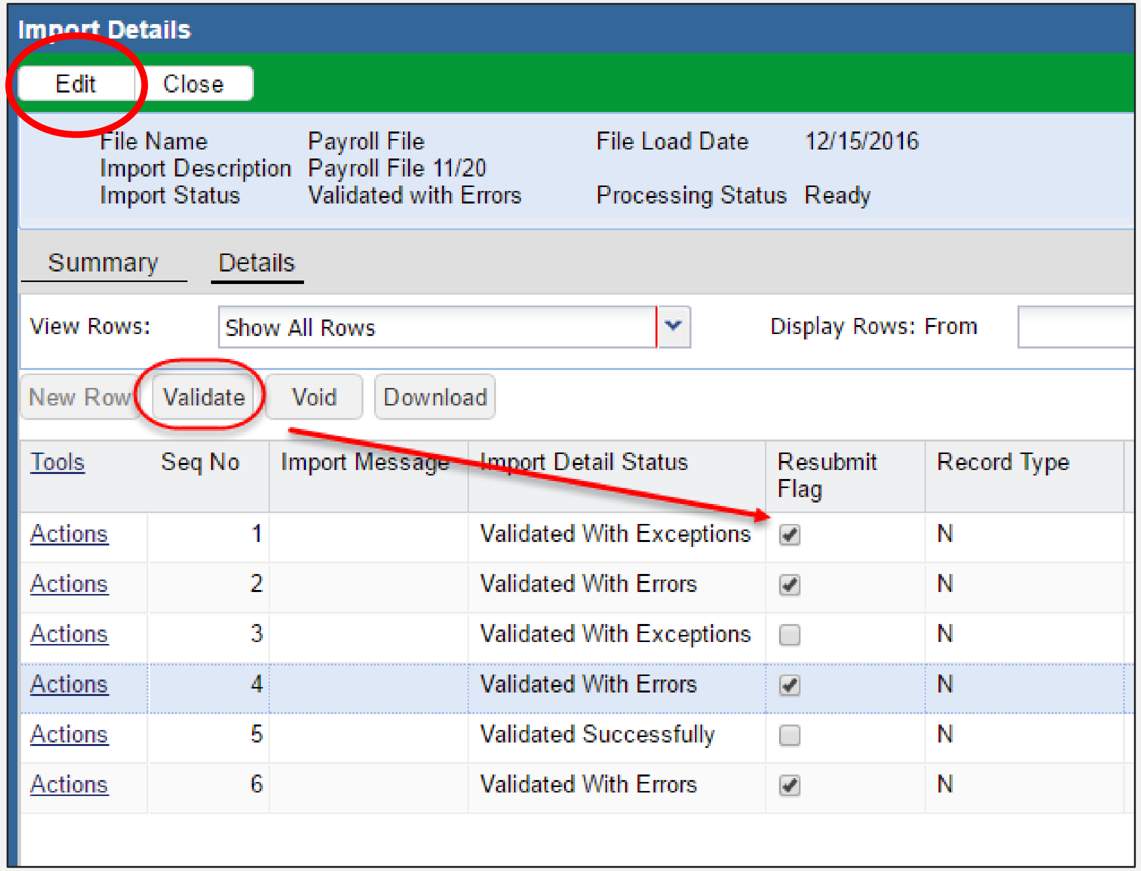
After correcting errors (and exceptions as needed), validate the file to see if all errors are fixed.

From the **Import Details >> Details** tab:

✓Click **Edit** to enter "edit mode"

✓Click **Validate**

✓Correct any remaining errors and Validate the file



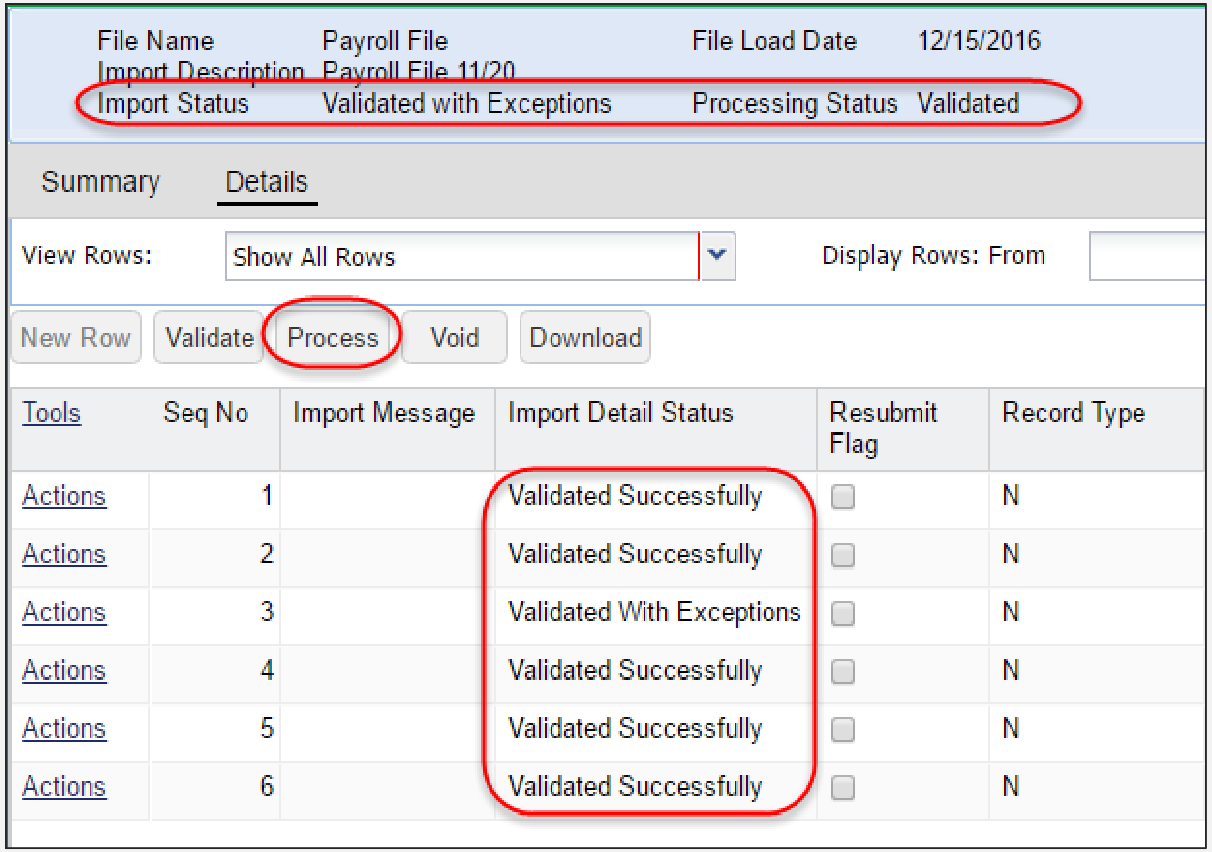
Processing a Successfully Validated File

Note: Processing a file creates a Work Report

✓Process a file via the **Import Details >> Details** tab

✓Click **Process** if there are no errors on the file

✓The **Process** button is not available until all errors have been corrected



Lesson #5 - Reviewing and Correcting a Work Report

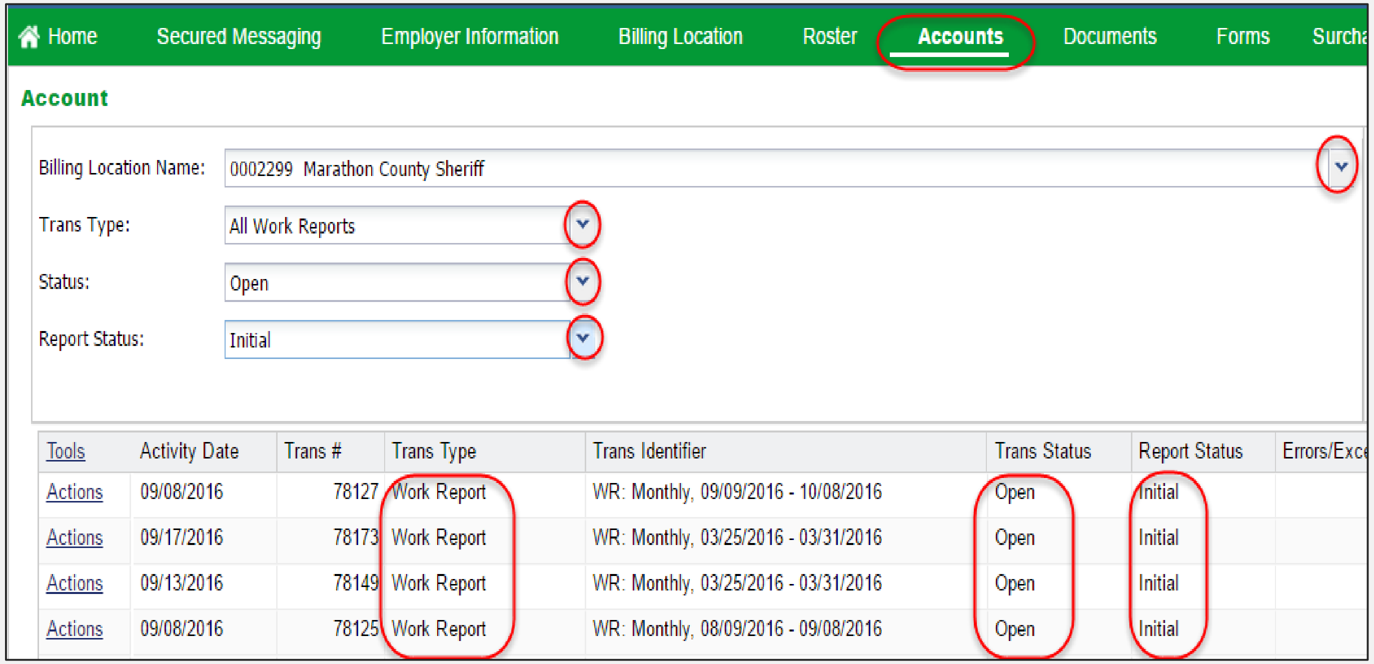
Key Concepts:

1) Work Report Overview

2) Review the Work Report

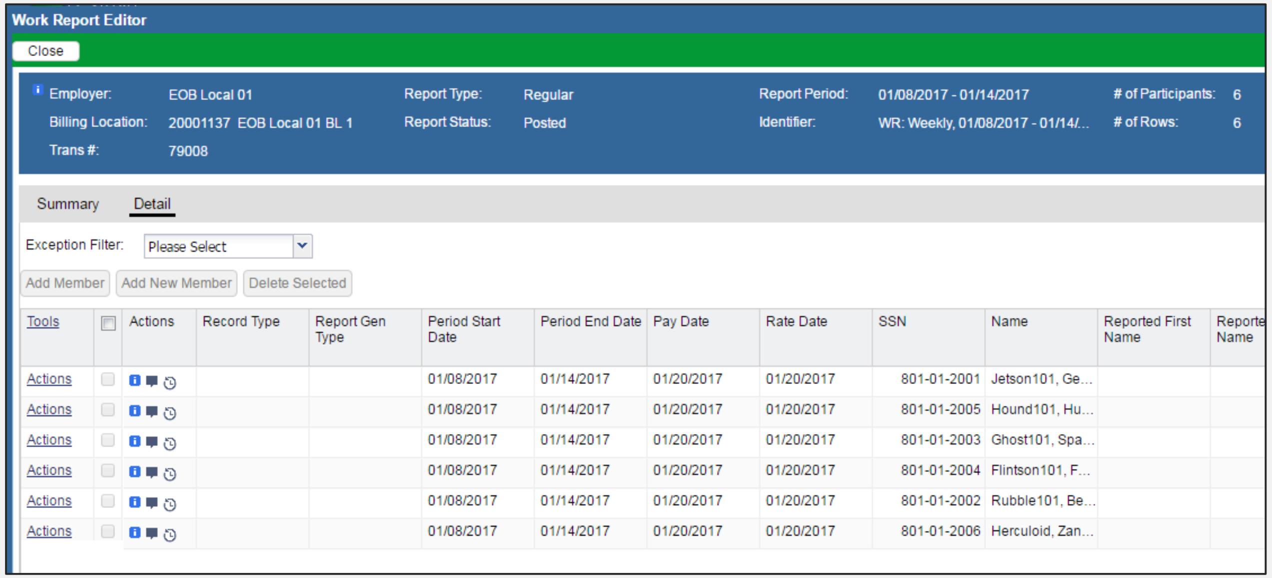
3) Correct all errors

4) Submit the Work Report to ETF



Work Report Overview

- ✓Generated as a result of a successful Payroll File upload
- ✓Contains individual employee payroll data
- ✓Requires that all fields have been validated without errors
- ✓Work report is submitted to ETF



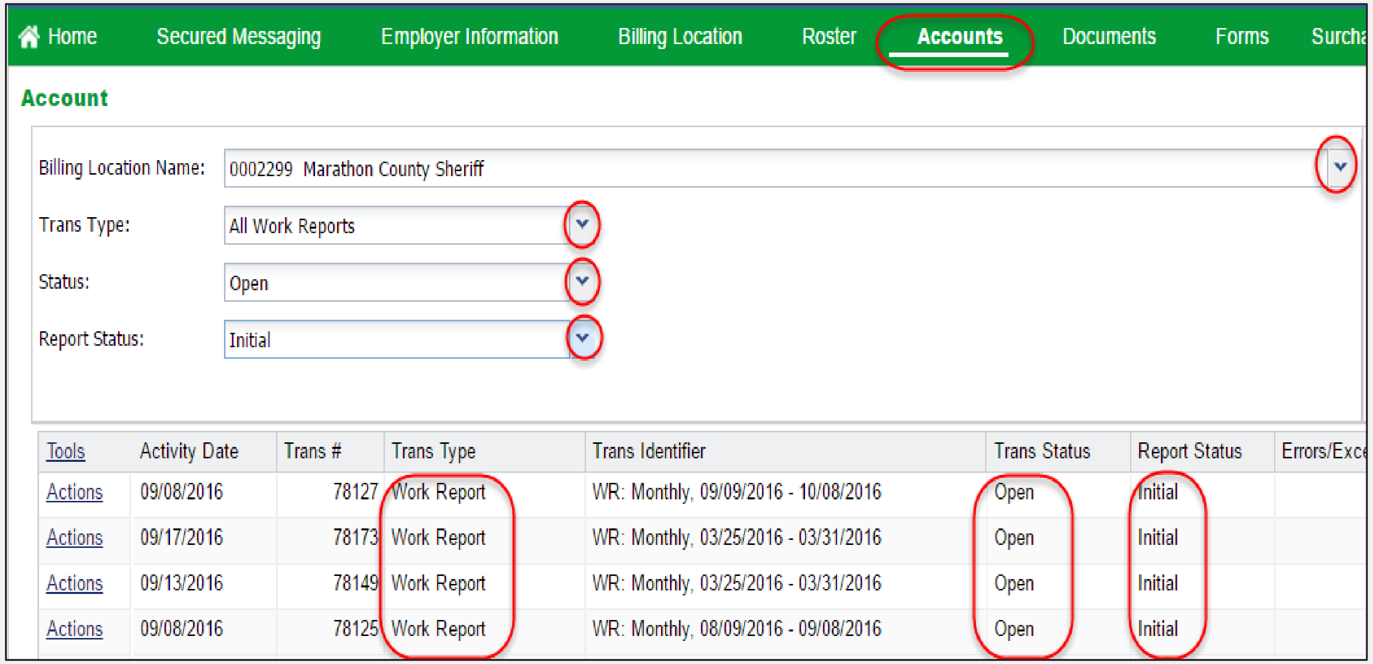
Viewing a Work Report

✓Click the **Accounts** tab

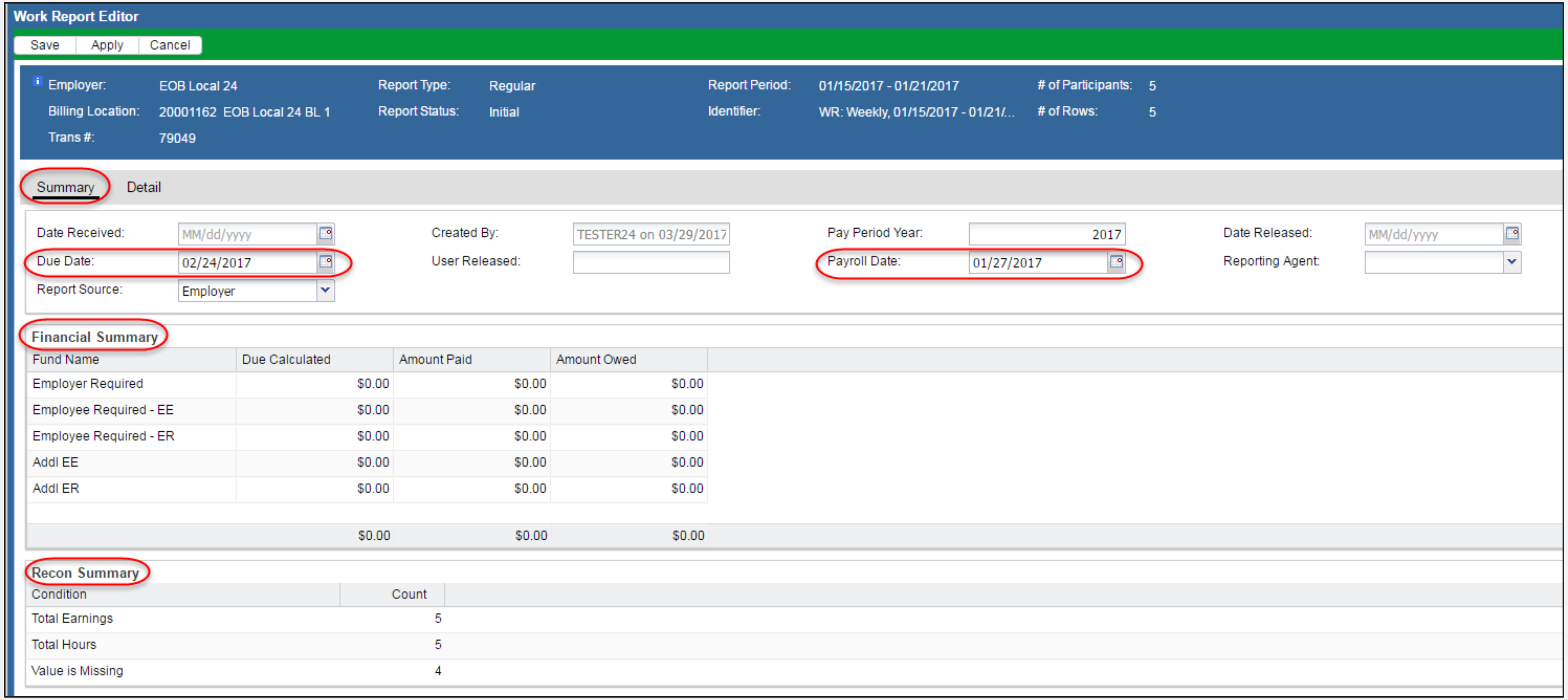
✓Locate the work report using one or more of the available filters

- **Trans Type**: All Work Reports
- **Status**: Open
- **Report Status**: Initial

✓Click **Actions >> Work Report Editor** to view the report



Viewing a Work Report - Summary



Work Report Editor

Save | Apply | Cancel

Employer:	EOB Local 24	Report Type:	Regular	Report Period:	01/15/2017 - 01/21/2017	# of Participants:	5
Billing Location:	20001162 EOB Local 24 BL 1	Report Status:	Initial	Identifier:	WR: Weekly, 01/15/2017 - 01/21/...	# of Rows:	5
Trans #:	79049						

Summary | Detail

Date Received:	MM/dd/yyyy	Created By:	TESTER24 on 03/29/2017	Pay Period Year:	2017	Date Released:	MM/dd/yyyy
Due Date:	02/24/2017	User Released:		Payroll Date:	01/27/2017	Reporting Agent:	
Report Source:	Employer						

Financial Summary

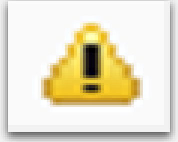
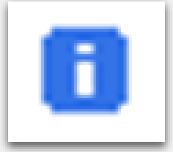
Fund Name	Due Calculated	Amount Paid	Amount Owed
Employer Required	$0.00	$0.00	$0.00
Employee Required - EE	$0.00	$0.00	$0.00
Employee Required - ER	$0.00	$0.00	$0.00
Addl EE	$0.00	$0.00	$0.00
Addl ER	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00

Recon Summary

Condition	Count
Total Earnings	5
Total Hours	5
Value is Missing	4

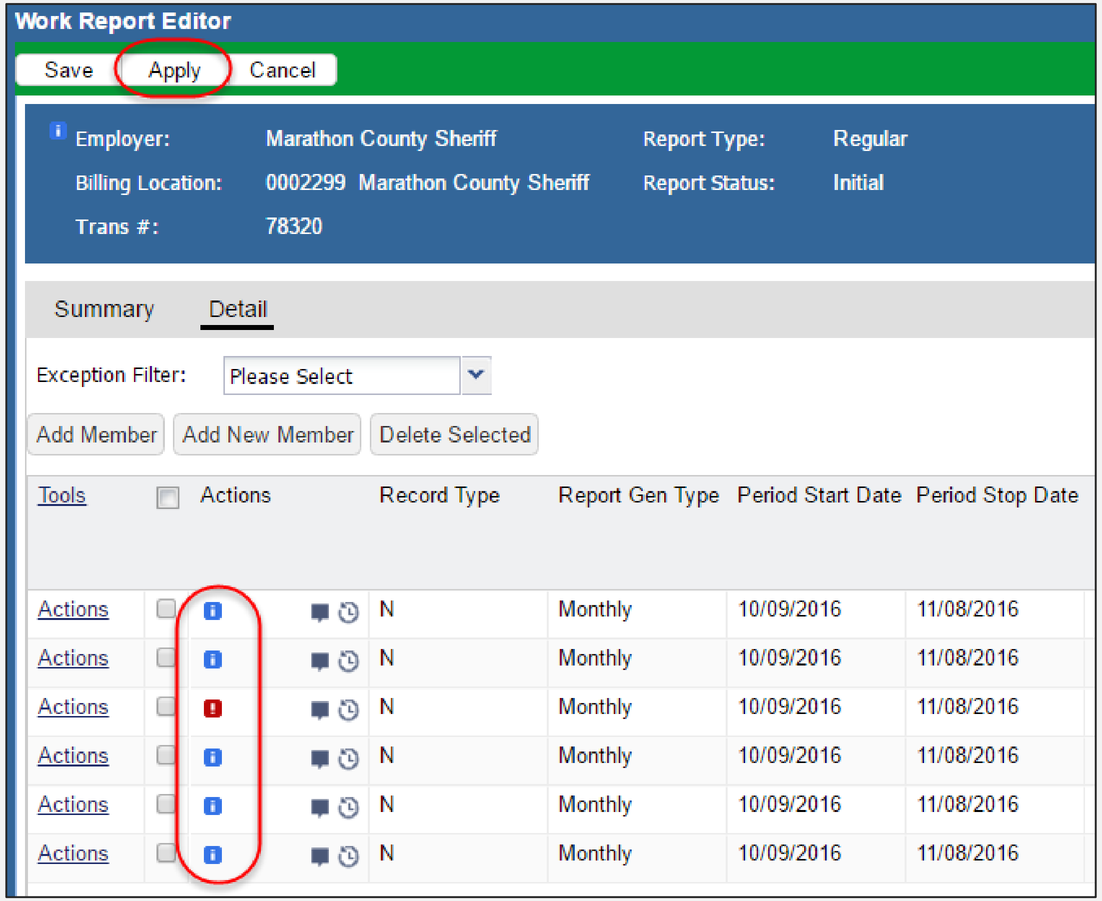
Viewing a Work Report - Details

✓Click the **Account >> Actions >> Work Report Editor >> Details** tab to correct the errors in the work report

-  Red indicates “errors”
-  Yellow indicates “exceptions”
-  Blue indicates “success”

✓Click the **Red** or **Yellow** icon to view the errors and exceptions in a pop-up window

✓Apply corrections on each individual record



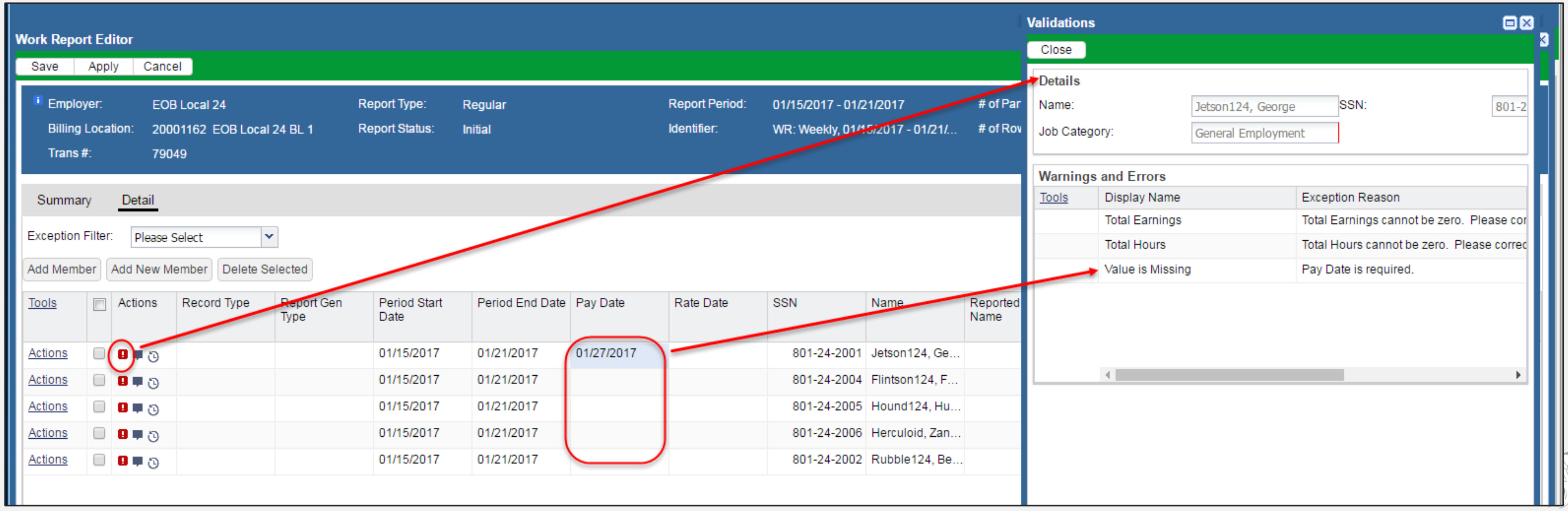
Correcting a Work Report

Note: In this example, the user is correcting work report errors

✓ Click **Apply** after making corrections to update the work report

✓ myETF updates the icons to Blue if all errors and exceptions were corrected

✓ Click **Save** to save all changes



etf

Submitting a Completed Work Report to ETF

From the **Accounts** tab:

✓Click **Actions** next to the work report

✓Select **Submit** to send the report to ETF

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status
Actions	12/16/2016	78320	Work Report	WR: Monthly, 10/09/2016 - 11/08/2016	Open	Initial
		78319	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial
		78281	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial
		78280	Work Report	WR: Monthly, 02/09/2017 - 03/08/2017	Open	Initial

Work Report Editor

Submit

Delete

Payroll File Confirmation Activities

On the first Payroll File, employers must:

1) Create or update a reporting cycle
2) Upload a valid payroll file containing **new hires** only
3) Review and correct errors and exceptions
4) Validate the file
5) Process the file to generate a work report
6) Review and correct errors and exceptions
7) Submit the work report

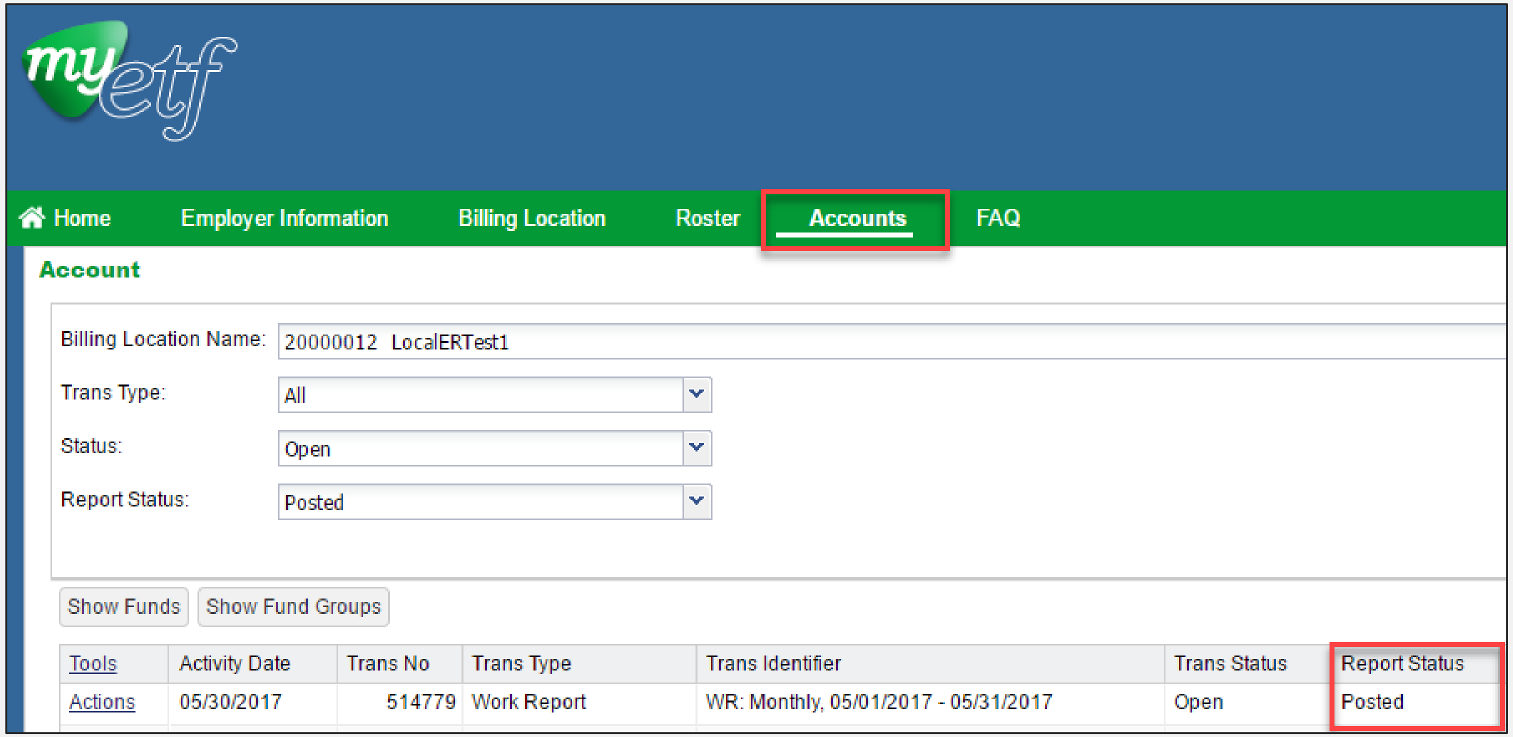
Payroll File Confirmation Activities (cont.)

On the second Payroll File, employers must:

1) Upload a valid Payroll File containing each of the following:
   - ✓ a regular, ongoing payroll transaction
   - ✓ a termination
   - ✓ a job category change for each job category
   - ✓ other employment status changes as desired
2) Review and correct errors and exceptions
3) Validate the file
4) Process the file to generate a work report
5) Review and correct errors and exceptions
6) Submit the work report

Confirmation Successful

- When your Work Report displays a Report Status of **Posted** on the **Accounts** tab, you have successfully completed Payroll File Confirmation.



Employment File Confirmation Activities

Note: We recommend that employers who intend to submit an Employment File confirm their Employment File **prior to** the Payroll File

1) Create or update the employer reporting cycle
2) Upload an Employment File with all employees as new hires (if uploading file prior to uploading the payroll file)
3) Review all exceptions and errors, correct as needed
4) Revalidate and Process the file
5) Upload a Payroll File for a payroll cycle

Additional Notes

- The test files you submit should be generated by information in your payroll systems, if applicable.
- Employers are encouraged to send test files with all employee records, or a representative sample of fictitious employee data.
- You should confirm your test files by September 15, 2017.

Accessing myETF Employer Online Services for Confirmation

- ✓ URL will be distributed to individuals who attend webinars post-training.
- ✓ Individual who currently has WRS Account Update access will automatically be given access.
- ✓ If employer determines another individual should complete confirmation requirements, the Employer Agent must authorize by sending in **myETF Confirmation/Testing Online Access Security Agreement.**

myETF Confirmation/Testing
Online Access
Security Agreement
Wis. Stat. § 40.07 (1)

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

This form will give the user access to the **temporary myETF confirmation/testing environment only.**
To request access to current production systems, complete the *Online Access Security Agreement* (ET-8928).

Mail or email completed, signed form to ETFSMBEmployerSecurityAccess@etf.wi.gov

Request Type

☐ Add access ☐ Delete access
☐ Name change Former name:______________________

Will employer or third-party vendor be sending confirmation files via sFTP for myETF confirmation/testing?
☐ Yes (ETF will provide access to the sFTP server)
☐ No (Employer or third-party vendor will provide data via myETF Online Services)

Employee/Vendor Information Read and complete information below.

I have read these provisions. I understand that security measures have been established to provide necessary inquiry and update abilities for the Wisconsin Retirement System and other Department of Employee Trust Funds-administered benefit programs. I agree to maintain the confidentiality of all information that I obtain through online access to participant accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.

I further understand that the online networks and Access Management (IAM) is intended for use by employers and vendors to administer WRS and other ETF-administered benefit programs and is not intended to provide information to members or to assist members in making retirement or other benefit decisions. ETF will issue each designated employee a logon ID and password to gain access to the system. Please understand that it can take up to three weeks to receive authorization and instructions for access.

I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my online access to member accounts and/or termination of my employer's online access to member accounts.

Employee name (first, middle, last)		
Third-party vendor name (if applicable)		
Work address		
IAM login ID ☐ Check here if you *do not* currently have an IAM login	Work email address	
Employee or vendor signature	Work telephone ( )	Date (MM/DD/CCYY)

***ETF Use Only*: Security Administrator**

Logon ID	ETF security administrator signature	Date (MM/DD/CCYY)

Employer Agent

I understand that Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct. I certify that I am responsible for reporting information to the Wisconsin Retirement System, and that the above employee/vendor is authorized to gain access to online accounts.

Employer name	Employer ETF ID *(0001999 for STAR superusers)*	Is your agency a STAR agency? ☐ Yes ☐ No
Employer agent name	Telephone ( )	
Employer agent signature	Date (MM/DD/CCYY)	

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myETF Maintenance

Note: myETF will be unavailable on the following dates, between 5:00 p.m. and 8:00 a.m. CT. All dates are Wednesdays. We apologize in advance for any inconvenience.

May 3, 17, 31	August 9, 23
June 14, 28	September 6, 20
July 12, 26	October 4, 18

myETF Employer Online Services Upcoming Trainings

✓**myETF Employer Reporting Confirmation Training Webinar for Manual Work Report Creation**

May through June 2017

- Target: Employers who will **not** submit a Payroll File and will submit payroll information to ETF manually

✓**myETF Income Continuation Insurance (ICI) Set-Up Webinar**

Summer 2017

- Target: All employers who offer ICI.

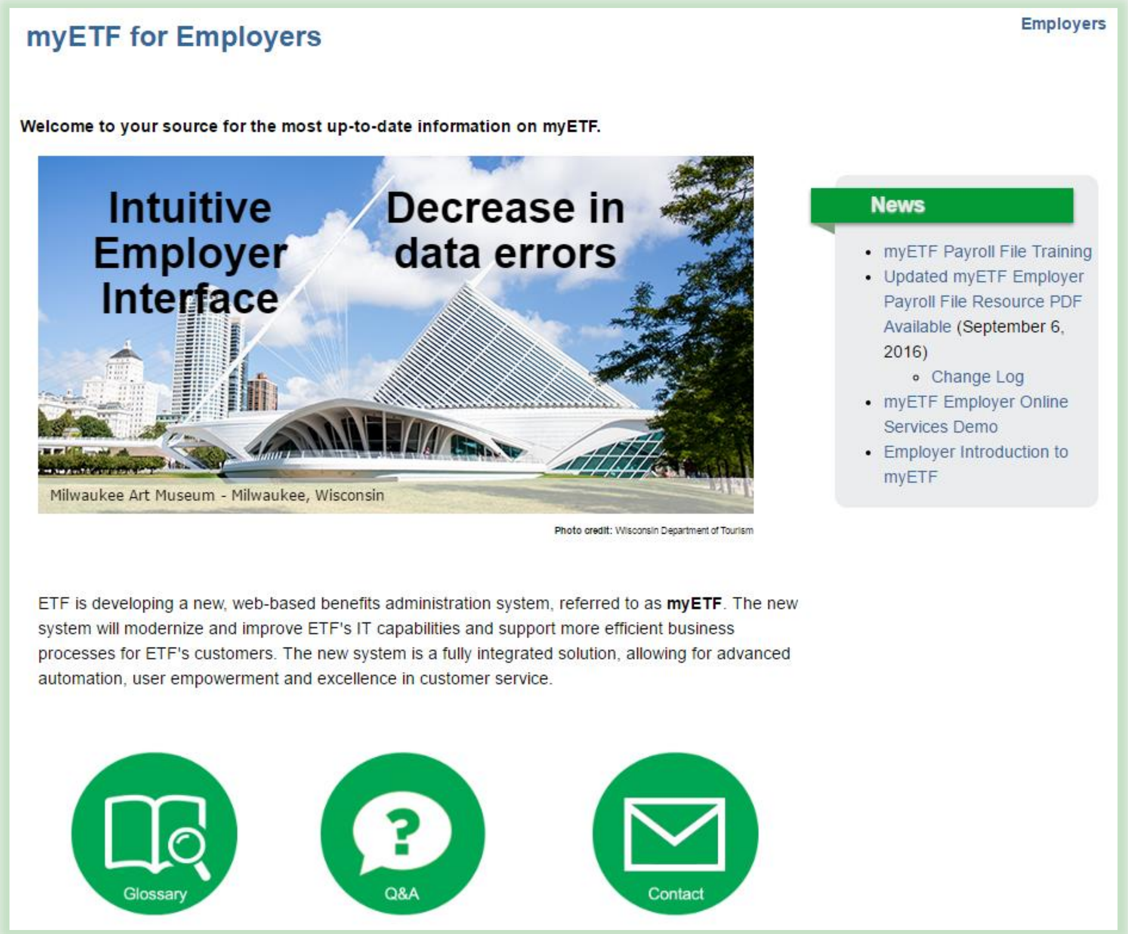
✓**myETF Employer Online Services Full Training**

Late Summer 2017 to early Fall 2017

- Target: All employers

Help Resources

- IAM End User Guide
- myETF for Employers The main source for myETF news and resources
    - **myETF Employer Reporting Confirmation User Guide**
    - **myETF Video demonstrations**
    - **myETF Confirmation Instructions**
    - **myETF Payroll File Resource**
    - **myETF Employment File Resource**



Help Resources

- myETFEmployers@etf.wi.gov

  A special mailbox set aside for answering employer questions about myETF

- Employer Communication Center
  Toll-Free: (877) 533-5020 opt 2

Stay Connected

etf_wi

etf.wi.gov

ETF E-mail Updates

608-266-3285
1-877-533-5020

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